**SAMPLE JOB DESCRIPTION: BARTENDER**

**Company**: The Bar

**Position**: Bartender

**Reports To**: Food and Beverage Manager

Reporting to the Food and Beverage Manager, the Bartender is responsible for providing guests with a range of handcrafted cocktails and beverages. This position plays a key role in creating memorable guest experiences through consistent, timely delivery of bar and beverage service while maintaining a safe and clean workspace in a fast-paced environment.

**Duties & Responsibilities**

* Ensure positive guest experiences in which every guest feels important and well attended to, while accurately mixing and serving alcoholic and non-alcoholic beverages.
* Assist guests in a courteous, prompt and professional manner in all interactions.
* Follow company standards to ensure that product is of the highest quality in taste and appearance to satisfy guests and maximize bar revenues.
* Fulfill beverage orders for Servers in a friendly and efficient manner.
* Participate in and foster positive team relations with Servers, fellow Bartenders, other department teams and management.
* Follow all Provincial and local guidelines for responsible alcohol service.
* Prepare and present drinks in a consistent and efficient manner and according to policies and legal requirements.
* Maintain a clean bar area, ensuring bar top continually wiped, cleaning up spills immediately to avoid slipping hazards.
* Follow sanitary practices for food handling, general cleanliness, and maintenance of bar areas.
* Restock bar with beer, liquor, wine, glassware, juices, etc. ensuring proper product rotation.
* Demonstrate a thorough knowledge of food and beverage products, offerings, menus and promotions.
* Take initiative and be creative in resolving guest challenges and concerns, raising to a supervisor as necessary.
* Perform other related duties, tasks and responsibilities as required from time to time.
* Assist with beverage inventory and reconciliation.

**Skills & Qualifications**

* Serving It Right Certification and age 19 years or older to serve alcohol.
* Minimum 1 – 2 years bartending experience is required.
* FOODSAFE Level 1 certification required
* Knowledge of beer, wine, and spirits and familiarity with standard drink recipes.
* Exceptional focus on service excellence and ability to connect easily with guests.
* Strong team orientation as well as an ability to work independently.
* Ability to work well in a high-volume, fast-paced environment.
* Strong communication and interpersonal skills.
* High school diploma or equivalent
* SuperHost Customer Service training certification, an asset
* Emergency First Aid Safety Oriented for Industry (OFA Level 1 equivalency) is an asset

**Additional Notes:**

* Scheduling flexibility is required to meet operational needs.
* Hours may be extended or irregular to include nights, weekends and holidays.
* Overtime may be required.